

**DHMH CLEARANCE SHEET**  
O'Connor Building, 201 West Preston Street

EMPLOYEE NAME: \_\_\_\_\_

LAST WORKING DAY: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_

I certify that the above employee who is being separated from employment from the above unit, has submitted in satisfactory condition, except as noted below, all property of the unit and/ or division which he/she is required to turn in to me, or, for which I am responsible to make sure that the property has been properly submitted. I also certify that all other rules and regulations concerning separation of employees have been complied with.

**KEYS ASSIGNED EQUIPMENT AND  
SERVICE OBLIGATION**

\_\_\_\_\_  
SUPERVISOR

**INFORMATION RESOURCES MANAGEMENT  
ADMINISTRATION CLEARANCE**

\_\_\_\_\_  
IRMA SECURITY OFFICER EDWARD JOHNSON. SS-2  
(410-) 767-3681

**TELEPHONE SERVICES** (TELEPHONE, CREDIT  
CARD, CELL PHONES, GET CARDS, ARCH PAGERS)

\_\_\_\_\_  
RENEE CARNES, ROOM LL-4 (410) 767-5832

**AUTOMOBILE AND PARKING STICKER**  
(KEYS, REGISTRATION, GAS CREDIT CARD,  
PARKING PERMIT)

\_\_\_\_\_  
TAMMY GODOY, ROOM LL-4 (410) 767-6809

**CORPORATE PURCHASE CARD**  
(Cardholders, please bring completed Maintenance Form-  
Exhibit C)

\_\_\_\_\_  
CLARICE EVERSLEY, FISCAL SERVICES OUTSIDE  
ROOM 542 (410) 767-5820

**ADVANCE EXPENSE MONEY**

\_\_\_\_\_  
PAT SAPPINGTON, OUTSIDE ROOM 537 (410) 767-5554

**\*STATE I.D. CARD**

\_\_\_\_\_  
PERSONNEL OFFICER/LIAISON

**I AM / AM NOT INTERESTED IN COBRA  
BENEFITS (PLEASE CIRCLE AND SIGN)**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

**PACKET RECEIVED BY EMPLOYEE**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\*THE SIGNATURE OF THE PERSONNEL OFFICER IS TO BE OBTAINED LAST. THE PERSONNEL OFFICER WILL ENSURE THAT ALL SIGN-OFFS HAVE BEEN RECEIVED. THE PAYROLL DIVISION WILL MAIL YOUR FINAL PAYCHECK/DIRECT DEPOSIT STUB TO THE ADDRESS SHOWN ON YOUR PAYCHECK/DIRECT DEPOSIT STUB.